



CVS Update

Contractor Verification System

DOCPER Site ID# 760739 (CNRE)

15 Mar 2012

CVS Topics

- **CVS Overview**
- **Roles & Responsibilities**
- **CVS Process Flow**
- **DOCPER-CVS Issues**
- **Roles of TASM and TA**
- **CVS Timelines**
- **CVS Training**
- **User Manual**
 - **TA Actions**
 - **Applicant Actions**
- **Resetting Passwords**
- **CVS Website**

What is CVS?

- Defense Manpower Data Center (DMDC) sponsored and supported secure web-based application:
 - Automates the DD Form 1172-2 process
 - Verifies eligibility for issuance of Common Access Cards (CAC) to DoD Contractors
 - Serves as the authoritative data-feed for DoD contractor data into the Defense Enrollment Eligibility Reporting System (DEERS)

Why CVS?

- Improves Security
 - Provides stronger chain of trust required by Homeland Security Presidential Directive – 12 (HSPD-12)
 - Mitigates security vulnerabilities of the manual “paper-based” process
 - Facilitates issuance of “trusted DoD credentials”
- Provides greater assurance for the integrity & accuracy of the DEERS/RAPIDS data base
 - Eliminate paper forms
 - Streamlined issuance process at DEERS/RAPIDS
- A uniform way to account for DoD Contractors
- Enhances core principles of Identity Protection & Management

Players involved in CVS

Roles	Responsibilities
Trusted Agent Security Manager (TASM) (DOCPER)	<ul style="list-style-type: none">■ Assigns & registers Trusted Agents (TA)■ Transfer contractor sponsorship between TAs■ Remove TAs
Trusted Agent (TA)	<ul style="list-style-type: none">■ Create new contractor account in CVS■ Approve, reject, or return contractor application■ Re-verify contractor CAC requirement
Facility Security Officer (FSO)	<i>(N/A FOR DOCPER CONTRACTOR EMPLOYEES)</i> <ul style="list-style-type: none">■ Notify TA to initiate a contractor CAC request■ Enter/edit contractor information in CVS■ Submit completed application■ Maintain records of contractor's approved/rejected application
Contractors	<ul style="list-style-type: none">■ Apply to TA for CAC■ Get CAC at DEERS/RAPIDS ID terminal if approved■ Return CAC to COR upon departure or dismissal

DOCPER / CVS Issues

■ **DOCPER serves as a TASM**

- ❑ TA's must be military or GS (in DEERS)
- ❑ COR's designated as TAs through DOCPER
- ❑ DOCPER-designated TA's generally serve accredited TESA/TR contractors (*Germany and Italy*)
- ❑ Once TASM establishes the TA's account, TA should be able to log on **after** 24-hours using the CAC

■ **TA establishes an applicant in CVS**

- ❑ **TA MUST use DOCPER DD 1172-2 *end date (start date optional)***
- ❑ Bottom Line: TA or Applicant needs to START with DD 1172-2 first

NOTE: Although system architecture appear similar, DCOPS and CVS are completely separate systems

CVS and DD 11 72-2

- Role of DD 1172-2s:
 - No longer required under CVS
 - **DD Form 1172-2 is still required** (*in Germany and Italy*)
 - Why?
 - ***CVS fields do not address type of card (PRIV, CIV, etc.)***
 - ID card facility needs to know what kind of card to issue

Role of the TA

- Approve or reject the application
- Provide contractor access to CVS
- Must notify TASM of change of duty
- Verify the contractor's need for a CAC
- Review completed electronic applications
- Re-verify assigned contractors by confirming the contractor's continued affiliation with the DoD
- Can revoke contractor CAC in accordance with standard procedures (must provide a reason for revocation)
- Is a **Government Employee, Active Duty or Reserve**

CVS Timelines

- **First login** (Contractor or Applicant)
 - **7 days** once a TA creates and approves an application
 - TA **MUST** securely provide the CVS website link, user ID and temporary Password information to the contractor directly.
- **Time to complete application** (Contractor)
 - **30 days** to complete the application, providing the save button is selected before exiting the application
 - Once the contractor submits an application, he/she may no longer access or make changes to the application unless it is returned for corrections by the TA.
- **Time to review application** (TA)
 - **30 days** to review the application before CVS automatically disables it
- **Time to have CAC issued** (Contractor)
 - **90 days** to have a card issued to him/her once a TA approves an application before CVS automatically disables it
- **Time to reverify contractor account** (TA)
 - **Six (6) months** after card issued
 - CVS sends email notification reminders in intervals of 30, 20, and 10 days before reverification due date.
- **NOTE: DMDC processes batch changes to site IDs and CVS users nightly. Allow 24-48 hours for new TA accounts to take effect**

CVS Certification Training

- Training must be done annually
 - Training involves passing 3 courses
- DMDC “locks out” TASMs or TAs that have not passed the training
- DMDC is tracking training
 - Try to print/keep your course completion certificates
 - Unable to print CVS course completion certificates?
 - Call CVS Helpdesk and report the problem.
 - If the Helpdesk is unable to fix the problem, get the Helpdesk ticket number.
 - Navy POC will elevate the problem to DMDC (Milton Warren, (850) 252-3344, Email: milton.warren.ctr@navy.mil or cacpmo.fcm@navy.mil)

Recent Changes -- Volunteers

■ Volunteer Logical Access Credential (VoLAC)

- DoD (USD (P&R), Memo, 14 Aug 08) , subject: Logical Access Credentials for DoD Volunteers (Pilot Program)
- Authorized 3-year pilot program to study issuance of a logical access credential to eligible volunteers
- Works through CVS
- Limited to certain volunteers (*volunteer populations identified in DoDI 1100.21, ASD(FMP), 11 Mar 02 w/change 1, 26 Dec 02, subject: Voluntary Services in the Department of Defense.*)

■ Services using different approaches to implement:

- Army requires an organization, at a minimum, to have a TA assigned to manage the volunteer population exclusively, due to the:
 - difference in background vetting criteria for contractors and volunteers,
 - different management groups for contractors and volunteers, and
 - the lack of separation between contractors and volunteers on CVS displays.
- Navy is looking to have their current TASM's also handle volunteers
 - DOCPER has declined to do so

Recent Changes -- .ctr Suffix

- .CTR Suffix for Contractor AKO Email Accounts:
 - As of Nov 2009, CVS checks for the presence of .CTR suffix in a contractor work email address
 - Applicant receives warning message if appropriate suffix is not utilized in the Contact Information: / Email: data field
 - TA sees an identical message during application approval process
 - Warning message can be disregarded (AKO so far unable to support)
- EFFECTIVE 1 APR 2010, AKO will support suffixes
 - Current contractors with AKO account must receive a new AKO/ exchange account *upon their AKO account annual renewal or current CAC expiration date whichever is sooner*
 - New AKO contractor e-mail format:
firstname.middleinitial.lastname.ctr@us.army.mil
 - Once AKO account established, contractors should update existing CACs using the DMDC User Maintenance Portal,
<https://www.dmdc.osd.mil/appj/ump/umphome.do> , “Replace Certificate” option. (Java Runtime Environment must be installed on the workstation.)

Recent Changes –Vetting

Since May 2010, we have asked TA's to use the CVS Registration request that we have provided to all TA's.

[Print Form](#) **CVS REGISTRATION REQUEST** [Reset Form](#)

Section I: Applicant Data

This form is for (select only one) -----> Initial Issuance: ☐ Reissuance: ☐ 6 Month Reverification: ☐

Last Name: First Name: Middle Name: Cadency Name:

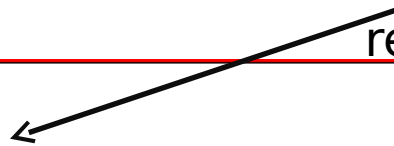
S S N: Date of Birth: E-mail Address:
(mm/dd/yyyy)

Personnel Category -----> DoD Contractor ☐ Volunteer ☐ Other Federal Agency (specify):

Card Expiration Date: (Include option years. Date not to exceed 3 years or the Contract End Date)
(mm/dd/yyyy)

Contract Number: Contract End Date: (Include option years)
(mm/dd/yyyy)

The from is a “fillable PDF”. One of the key provisions pertains to eligibility requirements...



Section II: Eligibility Requirements
(Select all that apply)

- ☐ The applicant requires access to multiple DoD facilities or access to multiple non-DoD Federal facilities on behalf of the Department on a recurring basis for a period of 6 months or more (this requirement is applicable to DoD contractors only).
- ☐ The applicant requires both access to a DoD facility and logon access to DoD networks on site or remotely.
- ☐ The applicant requires remote access to DoD networks that use only the CAC logon for user authentication.
- ☐ The applicant requires frequent access to a DoD network to perform volunteer duties. **[NOTE: TAs for site 760739 do NOT need to process volunteers].**

Note: A requirement for access to a CAC enabled DoD website, without also meeting as least one of the above eligibility requirements, does not qualify a DoD contractor to be issued a CAC.

Recent Changes – Vetting Incomplete

■ “No Determination Made”

- Investigation comes back with “No Determination Made”
- 24 Feb 2011 is cutoff date: if before, keep CAC; if after, NO CAC issued.
- Base commander can authorize alternate soft token, “**External Certificate Authority (ECA)**”
 - Good only for one base
 - Costs \$119 annually
- CNO decision forthcoming re next steps

■ “Interim Security Clearance”


- Favorable fingerprint results and “adjudicated NACI investigation” required
- If NACI investigation submitted, but not adjudicated, contractor gets “interim security clearance”
 - Can keep CAC until expiration
 - Must be adjudicated for CAC re-issuance

Recent Changes –Vetting

Section III: Background Vetting

(Select all that apply)

Contractors & other eligible Federal/State Personnel

- ☐ The applicant has completed an FBI fingerprint check with favorable results, AND a National Agency Check with Inquiries (NACI) has been submitted to the Office of Personnel Management (OPM).
- ☐ The applicant possesses a valid NACI
- ☐ The applicant possesses a DoD-determined NACI equivalent investigation: { Select NACI equivalent investigation here } -----> 

Another critical provision is the requirement for “Background Vetting.” The vetting generally is done by the Sponsor (the office that uses the contractor’s services) and/or the contractor company...

Note the responsibilities of the Sponsor....

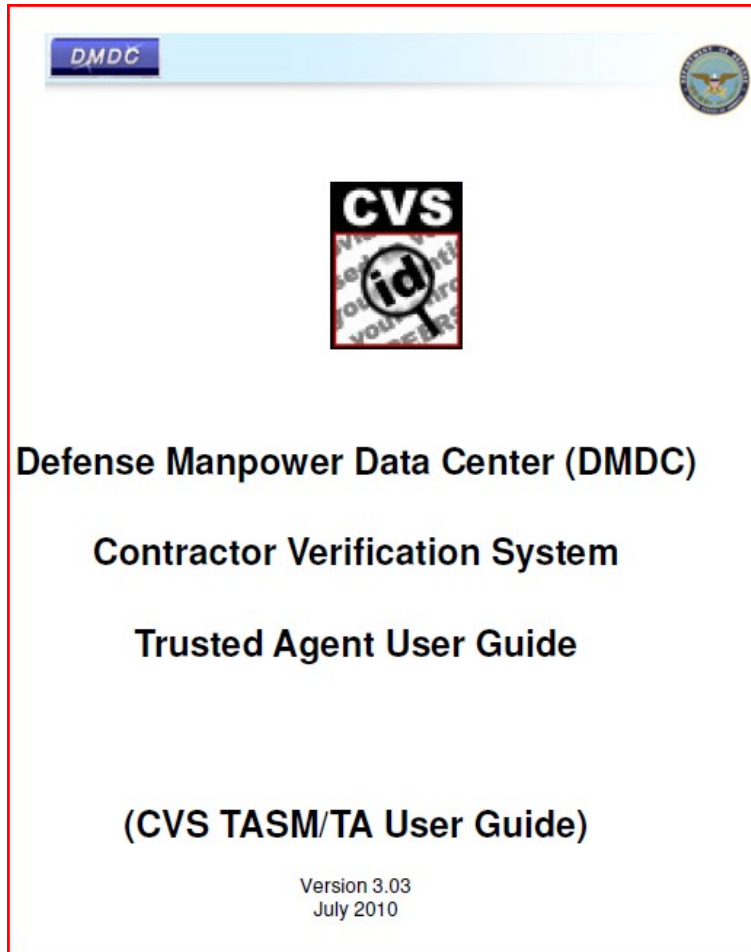
In other words, it's not YOUR job

Section IV: Sponsor Responsibilities

(Select all boxes to acknowledge compliance)

- ☐ I (the Sponsor) understand I am responsible for each task listed below:
- ☐ I will notify the assigned CVS Trusted Agent if there is a change in the applicant's status that results in them no longer being eligible to retain the credential I am sponsoring them for.
- ☐ I will notify the assigned CVS Trusted Agent if the applicant is terminated or moved from under my sponsorship or organization.
- ☐ If the applicant leaves, is terminated, or transfers to another service organization, I will retrieve their credential and properly dispose of it by returning it to a RAPIDS ID card issuance facility.

User Manual (July 2010)



- Slides following in this presentation are based on the Jul 2010 CVS User Manual
- New Version: Version 3.06, April 2011
- The User Manual is available on the CVS home page
<https://www.dmdc.osd.mil/appj/cvs/login>

TA Process in Brief

- TA receives notification that the contractor application has been submitted
 - TA logs in to CVS reviews the application
 - TA has 30 days from time contractor submits application (or CVS automatically disables)
- TA may:
 - Approve the application
 - TA must establish a contractor's need for logical/physical access to either a DoD network or facility
 - Verify that employer organization has vetted the contractor
 - ***"The contractor requesting a card is vetted by the employer organization using a DoD approved process."***
 - Establish the affiliation of the contractor with the service/agency
 - If approved, system updates DEERS with the contractor information, directs contractor by email to proceed to a RAPIDS issuance facility for card issuance.
 - Return it to the contractor for corrections
 - Reject it
 - System notifies the contractor and records the rejection
- Once the TA approves the application, the contractor has 90 days to obtain a card through the RAPIDS issuance facility, otherwise the application will automatically disable.

CVS System -- TA Homepage

■ The TA Homepage

CVS Contractor Verification System

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Help | FAQs | Contact Us | Log off
User: Suzhanna T. Sapoc Site: XXXXXX

Path: [Home](#)

Quick Links

- Create Application
- Forms
- Policies
- Training-Courseware
- System Requirements
- CVS User Guide

TA Homepage

TA Dashboard

- Review [Submitted](#) Application(s) [0]
- [Reverify](#) Applicant(s) [0]
- View [In Progress](#) Application(s) [0]
- View [Rejected](#) Application(s) [0]
- View [Approved](#) Application(s) [0]
- View [Returned](#) Application(s) [0]

TA News

undefined

General News

undefined

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Applications

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CVS Contractor Verification System

Help | FAQs | Contact Us | Log off
User: Suzanna T. Sapoc Site: XXXXXX

Homepage Applications CACs Reverifications My Profile

Create Application Browse Applications Batch Processing

Path: Home > Applications > Browse Applications

Browse Applications

Search Criteria:

Current <input type="checkbox"/> In Progress <input type="checkbox"/> Submitted <input type="checkbox"/> Returned	Closed <input type="checkbox"/> Rejected <input checked="" type="checkbox"/> Expired	Completed <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Issued
---	---	---

Last Name:

Select All Search

2 Records found, displaying all Records.

Full Name	Person ID	Status	Status Date	Contract Number	Expiration Date	Links
Brown, Jane	XXXXXXXXXX	Expired	2010-Jan-12	XXXXXXXXXX	2010-Dec-31	DEERS Compare , Reuse
Jones, John	XXXXXXXXXX	Expired	2009-Dec-18	XXXXXXXXXX	2010-Dec-31	DEERS Compare , Reuse

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2 Records found, displaying all Records.

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If searching by name, try
1st four letters of last
name

Create Application

https://pkic2.dmdc.osd.mil - CVS: Create New Application Account - Microsoft Internet Explorer

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CVS Contractor Verification System

Help | FAQs | Contact Us | Logout
User: Ivan Gabor Site: 400100

Homepage Applications CACs Reverification My Profile

Create Application Browse Applications
Only View Applications Create New

Create New Application Account

Instructions (Help with this form) OMB No. 0704-0415

Application Data

Demographical Information:

Last Name: Smith
First Name: John
Middle Name: James
Cadency Name: None
Person Identifier: 010001234 Social Security Number
Date Of Birth: 06/20/1981
Email: JohnSmith.CTR@odp.pentagon.mil
Personnel Category: ☒ DoD and Uniformed Service Contractor
☐ Other Federal Agency Employee
☐ Volunteer Requiring DoD Access
Card Expiration Date: MM/DD/YYYY
Contract Information:
Contract Number: 039501-8736
Contract End Date: 12/31/2011

Submit Reset

† Fields marked cannot be changed once submitted to Applicant.
To correct this so errors the application would need to be Disabled or Rejected, and a new application created (with correct values).
* Email address used for CVS notifications to Applicant.

**13-character contract number (no delimiters separating fields).
Consists of:**

- DODAAC (6 char alphanumeric)
- Fiscal year (2 char numeric)
- Procurement instrument type code (1 char alphabetic)
- Serialized identifier (4 char alphanumeric)

- Select **Create Application** link from the **Quick Links** box
- Enter applicant's last name, first name, etc.
- Select a Personnel Category (Contractor, Other Federal Agency Employee, or Volunteer)
- Enter a card expiration date.
- Enter contract number and contract end date.
- Fields that are marked with a cross ("†") can't be changed by applicant once submitted.
- Click **Submit**.

Confirm Application

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User: Suzanna T. Sapoc Site: XXXXXX

Homepage Applications CACs Reverifications My Profile

Create Application Browse Applications Batch Processing

Path: Home > Applications > Create New - Confirm

Create New Application Account - Confirm

[Instructions](#) (Help with this form) OMB No. 0704-0415

Application Data

Demographical Information:

Last Name: ↑ Smith
First Name: ↑ Mary
Middle Name:
Cadency Name:
Person Identifier: ↑ XXXXXXXX (Social Security Number)
Date Of Birth: ↑ 02/03/1984 (MM/DD/YYYY)
Email: ↑ smith_mary@gov.com ✉
Personnel Category: ↑ DoD and Uniformed Service Contractor
Card Expiration Date: 12/31/2010 (MM/DD/YYYY)

Contract Information:

Contract Number: XXXXXXXX
Contract End Date: 01/01/2011 (MM/DD/YYYY)

Sponsor:

Organization: D
Telephone Number: 5075551234
Office Name: Sponsor Office
Street Address 1: Main Street
City: Rochester
State: MN
Zip Code: 0
Last four Zip Code: 0
Country: US

Hard to see, but under the Sponsor information, organization is listed. For those of you who are TA's under our site (#760739), that will say Navy.

NOTE: The "Sponsor" here is YOU, the TA. But in the CVS Registration Form we looked at earlier, the "Sponsor" is the organization employing the contractor employee...

Actions on Applications

CVS: Browse Applications - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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CVS Contractor Verification System

Help | FAQs | Contact Us | Log off
User: Kari Gates Site: 400100

Homepage Applications CACs Reverifications My Profile

Create Application **Browse Applications**

Path: [Home](#) > [Applications](#) > Browse Applications

Browse Applications

Search Criteria:

Current <input checked="" type="checkbox"/> In Progress <input checked="" type="checkbox"/> Submitted <input checked="" type="checkbox"/> Returned	Closed <input checked="" type="checkbox"/> Rejected <input checked="" type="checkbox"/> Expired	Completed <input checked="" type="checkbox"/> Approved <input checked="" type="checkbox"/> Issued
---	---	---

Last Name:

[Select All](#) [Search](#)

5 Records found, displaying all Records.

Full Name	Person ID	Status ▲	Status Date	Contract Number	Contract End Date	Links [Reset Password, Disable, ...]
Jones, Sally Marlene	822887654	In Progress	2008-Sep-23	23459-98754	2008-Sep-24	Maintenance
Flores, Alberto	876884321	Expired	2008-Sep-16	6953-1223	2009-Dec-31	DEERS Compare
Sharp, Alicia	824876593	Submitted	2008-Sep-24	85934-92257	2009-Dec-31	Maintenance , Approve
Smith, Jerome Samuel	876888299	In Progress	2008-Sep-23	839501-9736	2010-Dec-31	Maintenance
Smith, John James	856838483	Approved	2008-Sep-23	839501-9736	2010-Dec-31	Maintenance , DEERS Compare

Per page: [Print](#)

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Maintenance Actions

- Click **Maintenance** from the Links column
- Buttons at the bottom of Maintenance screen reflect possible TA actions
- Actions available depend on the application's status

Table 2. Actions Available According to Application Status

		Status of the Application						
		In Progress	Approved	Submitted	Returned	Rejected	Issued	Expired
Buttons/Actions	Disable	Yes	Yes	Yes	Yes	No	No	No
	Approve	No	No	Yes	No	No	No	No
	Return	No	No	Yes	No	No	No	No
	Reject	No	No	Yes	No	No	No	No
	Reuse	No	No	No	No	No	Yes	Yes
	Reset Password	Yes	Yes	Yes	Yes	No	No	No

Expiration Date: NA

Reset Password

Approve

Reject

Return

Disable

Exit

Approving an Application

- From the TA Homepage, select **Submitted** from the TA Dashboard or click the Applications tab
- The Browse Applications screen appears.

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Help | FAQs | Contact Us | Log off
User: Suzanna T. Sapoc StdID: XXXXXX

Homepage Applications CACs Reverifications My Profile

Create Application Browse Applications Batch Processing

Path: Home > Applications > Browse Applications

Browse Applications

Search Criteria:

Current
☐ In Progress
☒ Submitted
☐ Returned

Closed
☐ Rejected
☐ Expired

Completed
☐ Approved
☐ Issued

Last Name:

Select All Search

One Record found.

Full Name	Person ID	Status	Status Date	Contract Number	Expiration Date	Links
Glass, Payne O	XXXXXXXX	Submitted	2010-Jan-12	XXXXX	2010-Dec-31	Maintenance Approve

Per page: 25 Print

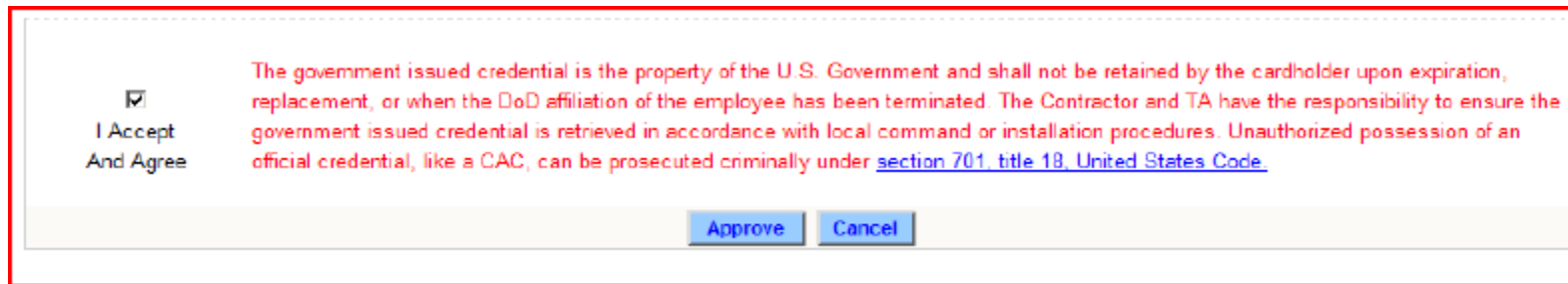
One Record found.

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But before clicking "Approve", click on "Maintenance" to verify all information

Approval Process

- Before Approval, TA is asked to “Accept and Agree” regarding the rules for turning in CACs.



The screenshot shows a web form with a red border. On the left, there is a checkbox with a checkmark inside, followed by the text "I Accept And Agree". To the right of this, there is a paragraph of red text: "The government issued credential is the property of the U.S. Government and shall not be retained by the cardholder upon expiration, replacement, or when the DoD affiliation of the employee has been terminated. The Contractor and TA have the responsibility to ensure the government issued credential is retrieved in accordance with local command or installation procedures. Unauthorized possession of an official credential, like a CAC, can be prosecuted criminally under [section 701, title 18, United States Code](#)". At the bottom of the form, there are two blue buttons: "Approve" and "Cancel".

- After Approval, CVS:
 - Sends email to the applicant (and TA) that applicant approved and instructing the applicant to proceed to the nearest CAC issuance facility with two forms of identification
 - CVS offline background updates of DEERS (Mon-Fri) may mean 24-48 hour delay

Actions on CACs

- To perform a CAC search, follow this procedure, select the **CACs** tab.
- Browse CACs screen appears as shown below.



The screenshot shows a web browser window with the address bar displaying "https://pkict.dmdc.osd.mil - CVS: Browse CACs - Approved Apps where CAC Issued - Microsoft Internet Explorer". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The website header features the DMDC logo, the tagline "Information and Technology for Better Decision Making", and navigation links for Help, FAQs, Contact Us, and Log off. The user is identified as "Kari Gates" with a site ID of "400100". The main navigation bar includes tabs for Homepage, Applications, CACs (which is selected), Reverifications, and My Profile. The page title is "Browse CACs - Approved Apps where CAC Issued". Below the title, there is a "Search Criteria:" section with a yellow background. It contains input fields for "Last Name:", "Issued Date From:", and "To:", each with a calendar icon. A "Card Status:" section has three checked checkboxes: "VALID", "REVOKED", and "NOT ISSUED". A blue "Search" button is positioned below the date fields. The main content area is currently empty, displaying the message "Please perform your search to see the results." in orange text. The footer contains links for "Agency Disclosure Notice", "Privacy Statement", and "Warning Notice".

Path: [Home](#) > CACs

Browse CACs - Approved Apps where CAC Issued

Search Criteria:

Last Name:

Issued Date From:  To:  Card Status: ☒ VALID ☒ REVOKED ☒ NOT ISSUED

Please perform your search to see the results.

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Actions on CACs (cont'd)

- Actions to perform with CACs

CVS: Browse CACs - Approved Apps where CAC Issued - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Help | FAQs | Contact Us | Log off
User: Kari Gates Site: 401100

Homepage Manage TAs Applications **CACs** Reverifications My Profile

Path: [Home](#) > CACs

Browse CACs - Approved Apps where CAC Issued

+ Search Criteria:

21 Records found, displaying all Records.

<u>Full Name</u> ▲	<u>Person ID</u> <u>Issued</u>	<u>Card Status</u>	<u>Expires</u>	<u>Contract Number</u>	<u>Verified</u>	<u>Links</u>
Garcia, Jorie Tomas	826321238	NOT ISSUED	2011-Jan-01	BAAA123456789		DEERS Compare
Navarro, Antonia	812128250	REVOKED	2010-Dec-02	Not Applicable		DEERS Compare
Doe, John Charles	861141638 2008-Feb-18	VALID	2009-Jan-30	W1234567	2008-Oct-30	Revoke , Reverify , DEERS Compare
Washington, Samuel Louis	802938487 2008-Feb-18	VALID	2009-Jun-01	W1234567	2008-Feb-18	Revoke , Reverify , DEERS Compare

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Applicant/Contractor Homepage

CVS: Applicant Homepage - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links

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CVS Contractor Verification System

Help | FAQs | Contact Us | Log off
User: John James Smith

Path: [Home](#)

Quick Links

- Forms
- User Guide

Optional Courses:

- CVS Overview
- CAC Overview
- Applicant Overview

Applicant Homepage

This site contains the web application for a [Department of Defense](#) Common Access Card (CAC).

Dashboard

- Make your selection from the top menu
- Use [My Profile](#) to modify contact email used by CVS to send **notifications** (emails) regarding your application/CAC.

General News

undefined

< || >

[View All](#)

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Viewing the Application

https://pkict.dmdc.osd.mil - CVS: Application Status - In Progress - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links >>

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CVS Contractor Verification System

Help | FAQs | Contact Us | Log off
User: John James Smith

Homepage **My Application** My Profile

Path: [Home](#) > My Application

Application Quick Links:

- View Application
- Complete/Edit Application

Application Status

Application In Progress

Steps completed:

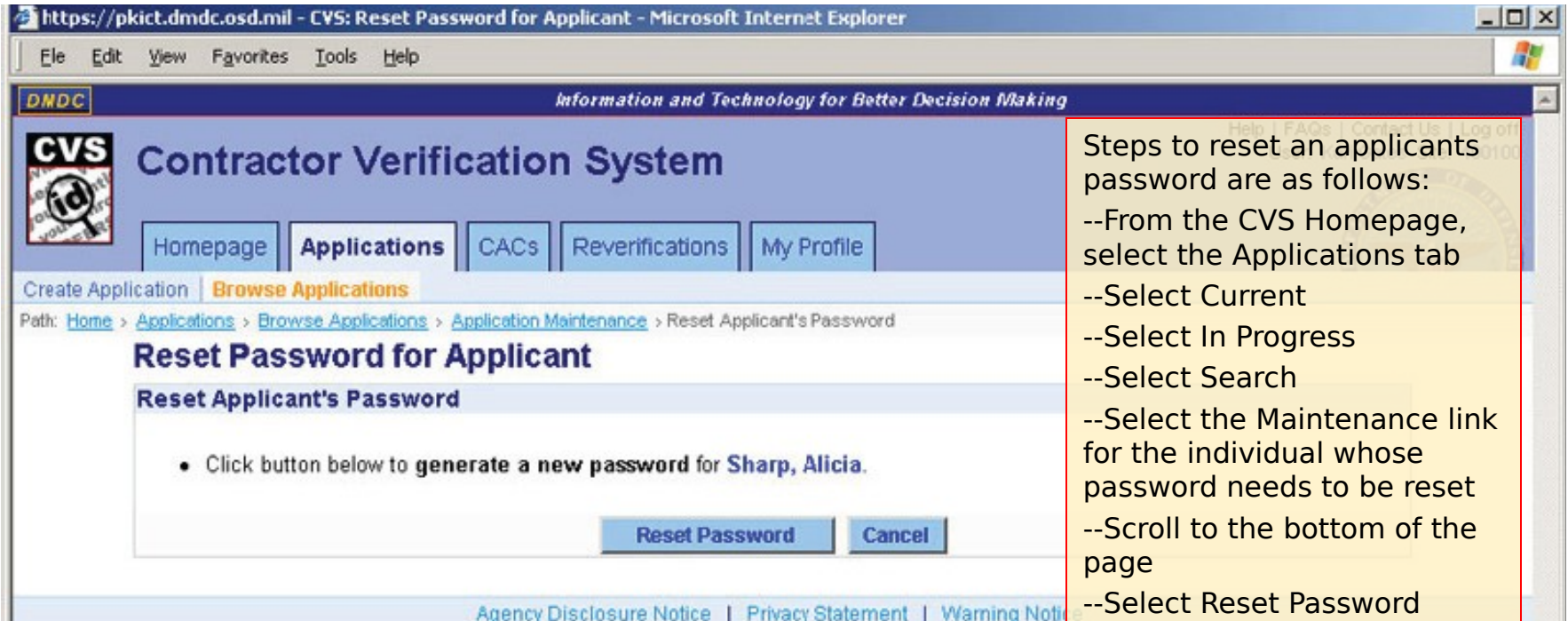
- TA created your new Application

Next steps:

- [Complete your Application](#)
- Submit** your application for approval
- Your TA will **review** your application
- You will be notified of your TA's decision

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Resetting a Contractor Password



The screenshot shows a web browser window with the URL <https://pkict.dmdc.osd.mil> and the title "CVS: Reset Password for Applicant - Microsoft Internet Explorer". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the DMDC logo and the tagline "Information and Technology for Better Decision Making". The main content area is titled "Contractor Verification System" and includes a navigation bar with links for Homepage, Applications, CACs, Reverifications, and My Profile. Below this, there are links for "Create Application" and "Browse Applications". The breadcrumb trail indicates the path: Home > Applications > Browse Applications > Application Maintenance > Reset Applicant's Password. The main heading is "Reset Password for Applicant", followed by the sub-heading "Reset Applicant's Password". A bullet point instructs the user to "Click button below to generate a new password for Sharp, Alicia." At the bottom of the form are two buttons: "Reset Password" and "Cancel". The footer contains links for "Agency Disclosure Notice", "Privacy Statement", and "Warning Notice".

Steps to reset an applicants password are as follows:

- From the CVS Homepage, select the Applications tab
- Select Current
- Select In Progress
- Select Search
- Select the Maintenance link for the individual whose password needs to be reset
- Scroll to the bottom of the page
- Select Reset Password

- When you have successfully changed the password, a confirmation page appears with the new password.
- Distribute the new password to the contractor in a secure manner.

Resetting TA Password and Account

- **Account and Password rules:**
 - **If TA has not logged in in 45 days, account suspended. New password needed.**
 - **TA call DMDC Support Center, provide CVS Site ID: 760739 and SSN or the TA User Account Code to remove the suspension from your TA account.**
 - **If account suspended/deactivated (after 60 days).**
 - **TASM enters SSN and reinstates TA**
 - **TA call DMDC Support Center, provide CVS Site ID: 760739 and SSN or the TA User Account Code to remove the suspension from your TA account.**
- **Call DMDC Support Center, at: 800-372-7437 or DSN: 312-698-5000**
 - **Voice-mail speed-dial: option #1 for English, option #3 for CVS, option #2 for “all others”, option #1 (for password reset) or option #5 (for all others)).**

Some Recent Issues and Changes

- CVS is expanding to cover a wider range of personnel who need Common Access Cards (CACs). Examples:
 - ❑ Previously: Volunteers, other Federal agency employees
 - ❑ New: "Non-US Non-Appropriated Fund (NAF) Employee" will now need to be entered into CVS by TAs
 - ❑ Not your responsibility
- CVS “glitch”: CAC has been issued, but applicant keeps getting emails saying he needs to go to RAPIDS ID card office for new CAC.
 - ❑ DMDC keeps saying they are fixing, but issue has been 2-3 months on-going
- Several user interface changes made to Create Applications page

Replacement of CACs with Stronger Encryption

- USCYBERCOM FRAGO 2812-881 required replacement of CACs with RSA cryptography of 64k or 72k Common Access
 - Will move up to RSA 1024 Bit Keys
- Email to be sent to all with either a 64k or 72k CACs
 - Phased-in
 - Go to RAPIDS ID card office within 38 days for receipt of e-mail
- Size of the chip on the CAC can be determined by viewing the back of the CAC, top edge, fourth column from the left
 - Number will be 144, 128, 72 or 64 (positioned just before the version number, i.e. v5.5)
 - That number is the kilobyte (K) size of the chip in the CAC
- FYI for TA's

CVS Web Site

<https://www.dmdc.osd.mil/appj/cvs/login>



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QUESTIONS